




## Editorial Office Workflow


What Happens to Your Paper?

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 a place of mind  
 THE UNIVERSITY OF BRITISH COLUMBIA  

## Editorial Office

- Now that I've submitted my paper what happens to it?



## Partners : Triumvirate

- Editorial Office
- Authors
- Reviewers



## Work Flow Submission Process

- Varies depending on Journal
  - Paper
  - Electronic
- Important to adhere to instructions to the author

## Work Flow Submission Process

- Screened by editorial assistant
  - Format
  - Covering letter
    - Exclusive submission
    - Copyright permissions for any materials borrowed such as diagrams / figures

## Work Flow Submission Process

- Covering letter
  - Ethics (ie. Helsinki declaration for experiments....)
    - Human and animal
  - Conflict of interest
    - Are any of the authors likely to benefit materially from this paper? Corporate sponsorship? Stock ownership?

### Editor's Desk

- Does this topic fit with the Journal's focus?
- Are there gross issues of quality or design that make it not worth sending for review?
  - if either of these issues are a problem the article may be rejected with further review

### Editor's Desk

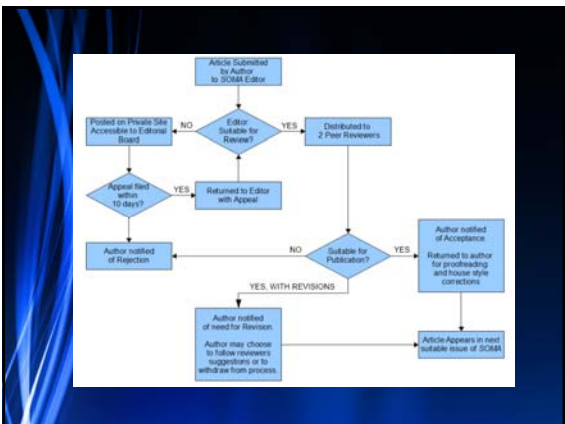
- Editor may send to Deputy / Associate Editor
- Reviewers selected and invited to review
- Once reviews completed they are viewed by Editor and decision made
  - Accept
  - Reject
  - Accept pending suitable revision
  - Reject with encouragement to resubmit
  - Further peer review

### Post Editorial Final Acceptance

- Sent to copy editor
  - Looks for areas that are unclear (ambiguous, omissions, contradictions ...)
  - Corrects syntax, grammar
  - Improve readability
- Set to Journal Template

### Post Editorial Final Acceptance

- Galley sent to Author for approval
  - Approval of changes made by copy edit and questions requiring clarification
- Final Copy editor review
  - Marks up manuscript to guide printer
- Sent to printer
  - Hard copy / electronic posting



### Overview

- Manuscript processing is a complex, multistep process
- To facilitate the process and improve chances of acceptance authors must adhere scrupulously to Journal requirements
- Editors and reviewers are volunteers who donate their time .....